

JOB DESCRIPTION
PRINCIPAL
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: District Administrator

SUPERVISES: Designated School's Instructional Staff

QUALIFICATIONS:

1. Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction.
2. A Master's Degree with coursework in school administration.
3. Three years of successful teaching experience.

GOALS:

1. To serve as the instructional leader of the designated school in order to secure the best possible educational opportunities for the students under their jurisdiction.
2. To administer the designated school according to the policies of the Board of Education and the administrative directives of the Superintendent of Schools.
3. To take an active leadership role in planning, initiating, refining, and evaluating the instructional and operational programs of the school.

DUTIES AND RESPONSIBILITIES:

1. Supervising Students
 - a) Establish schedules for all students (and staff).
 - b) Develop, maintain, and communicate to students, staff, and parents acceptable standards of behavior and ensure that proper order and discipline is maintained through the prudent application of all rules as Board of Education Policy.
 - c) Maintain all pupil attendance, academic, and personal and other applicable records in an efficient and effective manner.
 - d) Assign grade promotions and/or credit values consistent with the sequential programs to the school program (elementary or high school).
 - e) Maintain an awareness of the varying needs of students and accommodating when possible, including:
 - (i.) Participating in recommendation, evaluation, and assignment of students to special education, at-risk, or 504 programs.
 - (ii) Counsel with teachers to solve individual pupil behavior problems.
 - (iii) Identify and modify factors contributing to student behavior problems.
 - f) Provide an atmosphere of open communication between students, faculty, and administrators.
 - g) Establish procedures for the maintenance of a suitable learning environment and the promotion of student citizenship.
 - h) Provide enrichment activities and programs of a co- or extra-curricular nature.
2. Supervising Staff
 - a) Provide leadership to the entire staff to ensure that all effectively carry out the school program and policies.
 - (i) Facilitate the orientation of new personnel and substitute teachers.
 - (ii) Develop and implement appropriate inservice activities.
 - (iii) Provide opportunities and encourage staff to attend clinics, workshops, and state/regional meetings.
 - (iv) Work cooperatively to develop a mentorship program as per PI 34 and other Wisconsin Statutes.
 - b) Provide supervision and instruction for all certified and non-certified employees under his/her direction.
 - (i) Establish a work/class schedule for all staff members.
 - (ii) Ensure that appropriate substitute teachers are certified, utilized, and assigned.

- (iii) Conduct regular faculty meetings.
 - (iv) Provide a framework for staff in shared decision-making.
 - (v) Involve staff in short- and long-range planning.
 - (vi) Investigate and process employee complaints and grievances.
 - (vii) Counsel with employees to resolve complaints and sensitive problems.
- c) Make recommendations concerning appointment, retention, reassignment, and dismissal of personnel under his/her direction.
- (i) Conduct timely staff evaluations in accordance with state and federal laws, school board policy, and staff handbooks.
 - (ii) Make recommendations to the Superintendent and School Board regarding the employment status of professional and support staff on an annual basis.
3. Supervising Curriculum and Instruction
- a) Work closely with the teachers and administrative staff in developing an appropriate educational program for students.
 - b) Implement and evaluate curriculum changes adopted by the Board of Education.
 - c) Adapt curriculum offerings to meet changing needs of our society and students.
 - d) Maintain continuous approval of curricular offerings.
 - e) Select instruction of material and aides that will facilitate the teaching learning process in the most efficient and effective method.
 - f) Work with the Director of Special Education and School Counselors in coordinating and evaluating the building's special needs program including at-risk and 504 students.
 - g) Develop and maintain handbooks for faculty, students, and substitute teachers outlining policies and procedures.
 - h) Participate in the planning, implementation, and evaluation of the instructional program.
 - (i) Participate in State Professional Leadership development activities on a regular basis.
4. Supervising Plant and Equipment with the Superintendent
- a) Work cooperatively with the Buildings and Grounds Director to:
 - (i) Emphasize proper care and safety of buildings, efficient use of supplies, and other school property.
 - (ii) Regular inspection of the school plant in order that proper use, maintenance, and hygienic conditions may be assured.
 - (iii) Aid in reviewing how to have greater utilization or effective functioning.
 - (iv) Develop a master calendar of school-sponsored events.
5. Provide Open Communications and Educational Leadership to the Community
- a) Develop and utilize good channels of communication between the school, parents, and the school community.
 - b) Promote good school/community relationships.
 - c) Provide for adequate publicity of school activities.
 - d) Interpret the school programs to the public.
 - e) Insure that established procedures for parent-teacher interactions and conferences are implemented
 - f) Communicate with other Administrators regarding issues and developments affecting the school.
 - g) Ensure the school website is updated daily with the necessary information to keep the parent and community aware of school activities and programs.
 - h) Work in coordination with the administrative team to create, implement, and refine a cohesive mission and vision for the district.
6. Supervising Extra-Curricular Activities
- a) In an effort to address the individual interests of students, the Principal shall make every effort to provide appropriate extra-curricular activities applicable to students attending his/her building. Activities deemed appropriate could include athletic activities, vocal and instrumental music groups, clubs, etc.
 - b) Directly supervises activities as appropriate/directed.
 - c) Work cooperatively with the Athletic Director to evaluate and update the Athletic Handbook.
 - d) Work cooperatively with the Athletic Director to investigate any athletic code violations.
 - e) Communicate any such violations to the student and parent(s) in a timely manner.
7. Develop and Administer Building/Program Budgets

- a) The Principal shall be responsible for developing and administering the structure of a budget for his/her building including approving purchase orders and maintaining an inventory of all building materials, supplies, and equipment.
 - b) Implements and/or coordinates the school district's federal and state grant where appropriate. (i.e.: Title I, Eisenhower, SAGE, Career and Technical Area, AODA, etc.)
8. Other
- a) Work cooperatively with all school personnel, community, and other service agencies utilized by the school district.
 - b) Promote team management concepts and act in an advisory capacity to the District Administrator and School Board regarding the formulation, implementation, and compliance of School Board Policies, programs, state and federal laws, and master agreements.
 - c) Plan, implement, and refine safety procedures for students and staff in order to be prepared for fire, inclement weather, violent intruders, and other safety risks.
 - d) Other duties as assigned by the District Administrator.

EVALUATION: Performance will be evaluated by the District Administrator.

Approved by the Board of Education May 8, 2023.